

TO: Town Board

FROM: Lisa Potswald
Interim Town Administrator

DATE: October 23, 2015

RE: **Interim Town Administrator's Report**
September 19, 2015 through October 23, 2015

1. **Accomplished/completed** the following:

- Budget meetings have started. Town Hall staff put together budget books for the Town Board this year in an effort to improve efficiency. We hope to turn these into budget books to be available for public review.

2. **Coming up/Working On**

- **BUDGET!!** It's all about the budget for the next few weeks! Be sure to let me or Barb know if there's additional information you want or if you have questions.

3. **Town Board Agenda – More Information/Comments**

- **Big Bay Town Park Reservation System** –We will continue to research. Carol has again contacted our present vendor to “remind” them that they owe us money.
- **Designee in Town Ordinances**– All the Town Ordinances state “Town Board or its Designee” with regard to acting as the Town Board’s representatives. We are working on a draft resolution that should be ready for November.

4. **Grant Report**

- Nothing to report

5. **Other Comments**

- A driver accidentally backed into the wall around the well at the pergola. Kristian is getting an estimate on the repair, which will be turned over to the driver’s insurance company.

Cc: Department Heads
Micaela
Waggie